



STATE OF TENNESSEE
TREASURY DEPARTMENT

**REQUEST FOR PROPOSALS # 30901-43820
AMENDMENT # 2
FOR DEATH MATCH SERVICES FOR THE
TENNESSEE CONSOLIDATED RETIREMENT SYSTEM**

DATE: October 9, 2019

RFP # 30901-43820 IS AMENDED AS FOLLOWS:

1. **This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (central time zone)	DATE	CONFIRMED OR UPDATED
1. RFP Issued		September 13, 2019	CONFIRMED
2. Disability Accommodation Request Deadline	2:00 p.m.	September 16, 2019	CONFIRMED
3. Pre-response Conference	2:00 p.m.	September 17, 2019	CONFIRMED
4. Notice of Intent to Respond Deadline	2:00 p.m.	September 18, 2019	CONFIRMED
5. Written "Questions & Comments" Deadline	2:00 p.m.	September 27, 2019	CONFIRMED
6. State Response to Written "Questions & Comments"		October 9, 2019	UPDATED
7. Response Deadline	2:00 p.m.	October 22, 2019	CONFIRMED
8. State Completion of Technical Response Evaluations Sections B & C		October 31, 2019	CONFIRMED
9. State Schedules Respondent Oral Presentation/Solution Demonstration (with the Top Three (3) ranked Respondents)		November 1, 2019	CONFIRMED
10. Respondent Oral Presentation(s)/Solution Demonstration (of the Top Three (3) ranked Respondents)		November 13 – 22, 2019	CONFIRMED
11. State Completion of Technical Response Evaluations (of the Top Three (3) ranked Respondents)		November 22, 2019	CONFIRMED
12. State Opening & Scoring of Cost Proposals of the Top Three (3) ranked Respondents	2:00 p.m.	November 25, 2019	CONFIRMED

13. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	December 3, 2019	CONFIRMED
14. End of Open File Period		December 10, 2019	CONFIRMED
15. State sends contract to Contractor for signature		December 11, 2019	CONFIRMED
16. Contractor Signature Deadline	2:00 p.m.	December 16, 2019	CONFIRMED

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	QUESTION / COMMENT	STATE RESPONSE
Re. 4.7.3	1 Please describe how long the process for becoming registered with the Tennessee Department of Revenue takes and what constitutes being exempt from this process?	The Tennessee Department of Revenue is a separate office from the Department of Treasury. You can register online and obtain additional information including exemption requirements from their website at: https://tntap.tn.gov/eservices/_/#1
Re. A.3, A.4 & A.5	2 These documents appear to gauge the financial viability of the respondent. In lieu of these documents, will a current SEC Form 10-K or Form 10-Q be sufficient in speaking to the respondent's financial viability?	No. In addition to gauging the financial viability of the respondent, the documents requested (from RFP Sections A.3, A.4, and A.5) also gauge how others perceive the respondent's business practices including professional conduct, timeliness of payments, and general reputation.
Re. Verification Services	3 Will verification services only be required for obituary matches – i.e., will verification services be required for probable matches to other death sources? Does the DoT have a defined view on what constitutes the conversion of a probable death match into a death match with a confidence level high enough to consider the death match an exact match? If not, does the DoT expect that respondents will propose a verification process?	The verification services will be for obituary matches and probable matches per Section A.7 of the Pro Forma contract. The State expects the respondent to propose a verification process. The verification process should include a discussion of how the services will verify probable death match data to meet a confidence level acceptable to the State. The expectation is the State and respondent will collaborate to customize a process that will be approved by the State.
Re. C.18	4 Does the DoT want the current and previously reported deaths to be separated into separate files or just sorted within the same file?	The current and previously reported deaths will be in the same file. The previously reported deaths will be identified by an indicator within the file.

RFP SECTION	QUESTION / COMMENT	STATE RESPONSE
Section D:	5 Should respondents provide written answers to the oral presentation items prior to the oral presentation?	No. However, the respondent should use the oral presentation items to guide its oral presentation.
	6 Is there anything that could cause the volumes stated in this RFP to change dramatically over the course of the contract?	<p>No, the volumes should not change dramatically. The State attempted to forecast the increase in volume over the course of the contract for the Recipient File by indicating a volume of 170,000 individual records. The following is more exact data along with historical growth data:</p> <p>For the Recipient File, the current volume is 140,000 individual records. Based on historical data, the number of records in the Recipient File increases by 3,000 to 4,000 individual records each year. For the Inactive File, the current volume is 105,000 individual records. Based on historical data, the number of records in the Inactive File could potentially increase by 2,000 individual records each year.</p>
Section A.5 of Mandatory Requirement Items	7 Section A.5 of Mandatory Requirement Items requests, "an official document or letter from an accredited credit bureau, verified and dated within the last three (3) months and indicating a satisfactory credit score for the Respondent." However, a different State RFP that we responded to from the State of Tennessee, Department of Finance and Administration, allowed the following alternative: "a current credit rating from Moody's, Standard & Poor's, A.M. Best or Fitch Ratings, verified and dated within the last three (3) months and indicating a positive credit rating for the Respondent." We request that the State allow the same alternative for this RFP.	The State will not utilize the alternative proposed. Every respondent should have a credit bureau report but may not have a credit rating.

3. RFP Attachment 6.6., *Pro Forma Contract*, Section A.2.c is amended to delete the last sentence. As amended, the section reads as follows (any sentence or paragraph containing revised or new text is highlighted):

Inactive File – The State file composed of individuals not currently receiving a monthly retirement benefit from TCRS. ~~The Inactive File contains approximately 105,000 individual records.~~

4. **RFP Attachment 6.6., *Pro Forma Contract*, Section A.2.f is amended to delete the last sentence. As amended, the section reads as follows** (any sentence or paragraph containing revised or new text is highlighted):

Recipient File – The State file composed of individuals receiving a monthly retirement benefit from TCRS. ~~The Recipient File contains approximately 170,000 individual records.~~

5. **Delete RFP Attachment 6.6., *Pro Forma Contract*, Section E.10.b(1) in its entirety and insert the following in its place** (any sentence or paragraph containing revised or new text is highlighted):

(1) “Disaster Recovery Capabilities” refer to the actions the Contractor takes to meet the Recovery Point and Recovery Time Objectives defined below. Disaster Recovery Capabilities shall meet the following objectives:

- i. Recovery Point Objective (“RPO”). The RPO is defined as the maximum targeted period in which data might be lost from an IT service due to a major incident: **[NUMBER OF HOURS/MINUTES]** not to exceed 4 hours.
- ii. Recovery Time Objective (“RTO”). The RTO is defined as the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity: **[NUMBER OF HOURS/MINUTES]** not to exceed 24 hours.

6. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.